



Town of Clayton
Fire Advisory Board Minutes
Thursday, November 16, 2023 at 6:00 PM
Wooten Room, Town Hall
111 E. Second Street

Board Members Present:

Chris Carter
Daryle Harris
Karen Patterson
Stacey Turner

Staff Present:

Jason Thompson, Mayor Pro Tem
David Ranes, Fire Chief
Heidi Holland, Town Clerk

Board Members Absent:

Brian Maynard
David Whitt Young
Kristy Dean

1 CALL TO ORDER

- a) Chief David Ranes called the meeting to order at 6:09 p.m.

2 OPENING REMARKS

3 APPROVAL OF MINUTES

- a) Approval of Minutes
- August 3, 2023 Draft Minutes
- Presenter:* Heidi Holland, Town Clerk

Adoption of Minutes

RESULT:	CARRIED 4-0
MOVER:	Chris Carter
SECONDER:	Daryle Harris
YES:	Chris Carter, Daryle Harris, Karen Patterson, and Stacey Turner
NO:	None
ABSENT:	Brian Maynard, David Whitt Young, and Kristy Dean

4 REPORTS FROM FIRE CHIEF

- a) Chief Ranes discussed how the department is organized and what direction he would like the department to go. Shared was his past career history.

Shared were his current goals. He stated the first 90 days goal is to build internal relationships. He plans on meeting with every employee and mutual aid partners and listening to feedback. His vision is to push decisions down to staff. He discussed evaluating the organizational structure and the need for training.

He stated Amy Shearin, previous Emergency Services Coordinator, has now been moved to Economic Development. She will do a lot less emergency management and be more of an event planner. Part of his evaluation would be to look at emergency management functions.

He stated he has been working with HR and the Town Manager's office and has found some deficiencies on truck assignments. He discussed new positions and modifying holiday pay.

Shared was a presentation that was shared at the November 9, 2023 Council retreat.

Chief Raney shared key points of the Fire Department:

- Vision
- Department Profile
- Response Data
- Performance
- Outcomes
- Future Needs
- Good, Fast, Cheap

Shared was information about staffing:

Profile of Fire Department

Two fire stations serving an estimated population of 39,000 and approximately 44.3 square miles (Clayton 16.5 sq. Mi and Claytex 27.8 sq. Mi)

- 2 Engine companies
- 1 Ladder company
- 1 Rescue company
- 1 Battalion Chief

Staffing

- Engine 1 – Staffing of 4 minimum of 3
- Engine 2 – Staffing of 3 minimum of 3
- Ladder 1 – Staffing of 4 minimum of 4
- Rescue 2 – Staffing of 3 minimum of 2
- Battalion Chief – Staffing of 1 minimum of 1

Chief Raney stated the vision of the department is to be recognized in the region and to see where they want to be. He discussed the need to take care of employees and citizens. He stated the Town is competing with Cary and Raleigh as far as jobs and we must be able to compete with these surrounding municipalities.

Shared were stated of call times:

CFD Established Performance Benchmarks

- Call Processing 1:00
- Turnout 1:30
- Travel Time 5:00
- Response Time 6:30

Total Response Time 7:30

CFD Performance Baseline for the past 48 months at the 90th percentile

Call Processing	3:42	Gap: 2:42
Turnout	1:56	Gap: :26
Travel Time	6:59	Gap: 1:59
Response Time	8:19	Gap: 1:49
Total Response Time (all risk)	11:19	Gap: 3:49

Call processing time at the 90th percentile is 3:42 for the Johnston County 911 Center, meeting the goal of 1:00 on 8.69% of incidents. The trend is increasing, except for the past twelve months. This goal is prescribed by Clayton Fire Department and is industry best practice, but not necessarily agreed upon by Johnston County 911.

Turnout time at the 90th percentile is 1:56, meeting the goal of 1:30 on 76.42% of incidents. Turnout time has improved over the past 48 months.

Travel time at the 90th percentile is 6:59 for all risk, meeting the goal of 5:00 on 66.25% of incidents. Travel time performance has improved over the past 48 months.

Response time at the 90th percentile is 8:19 for the first arriving unit, meeting the goal of 6:30 on 69.89% of incidents.

Total response time at the 90th percentile for all risk is 11:59, meeting the goal of 7:30 on 46.17% of incidents. This has remained steady over the past 48 months.

Effective response force cannot be adequately evaluated against NFPA 1710 - Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments. This is due to the current staffing levels of the department. NFPA 1710 recommends staffing of 16-17 firefighters for an ordinary risk structure fire and Clayton depends on mutual aid response to meet the recommendation. The staffing of the mutual aid departments has not been captured in the past.

Shared was incident statistics from Jan. 1, 2023 – Oct. 31, 2023

- Total emergency incidents: 2,786
- Total Fire Incidents: 796
- Total EMS Incidents: 1,990
- Fire Station No. 1 Incidents: 1,988
- Fire Station No. 2 Incidents: 771
- Fire Administration: 2
- Auto/Mutuals Aid Given: 105
- Auto/Mutual Aid Received: 75

Shared were considerations/recommendations listed in order of priority.

1. Reclassify six firefighter positions on the rescue company to three captains and three engineers to ensure operational continuity and span of control.
2. Create a career ladder in the department for a more hierarchical organization and promotional opportunity. This can be accomplished by creating a firefighter II position and a master firefighter position which will serve as a relief driver when a fire engineer is absent or working up.
3. Bring staffing of Engine 2 and Rescue 2 up to four personnel each; creating a maximum shift staffing of 17 and minimum staffing of 15. This will require the hiring of 6 personnel and may be accomplished with a Staffing for Adequate Fire and Emergency Response (SAFER) grant in 2024, or through the budget process if the grant is not awarded.
4. Construction of two fire stations, one in south Clayton in the Hwy. 42/70 area and one in north Clayton, in Covered Bridge Road/Riverwood area. The addition of these stations will close the gap in response time, which is a result of a lack of distribution of resources. The addition of these stations will also require physical and human resources in the way of two engines and staffing. A total of 12 personnel per station, 24 in total, will be required to bring two new stations online. These additional resources will allow for improved service delivery, reduced response times, better concentration and distribution, and overall system performance.

5 OTHER BUSINESS

- a) Approval of 2024 Meeting Schedule

Ms. Holland presented the 2024 meeting schedule.

Approval of 2024 Meeting Schedule

RESULT:	CARRIED 7-0
MOVER:	Daryle Harris
SECONDER:	Chris Carter
YES:	Brian Maynard, Chris Carter, Daryle Harris, David Whitt Young; Karen Patterson, Kristy Dean, and Stacey Turner
NO:	None

- b) Advisory Board Video Project
Presenter: Nathanael Shelton, Communication Director

Nathanael Shelton videoed each member prior to the meeting for an Advisory Board video he is creating.

- c)

6 ADJOURNMENT


- a) Adjourn

With nothing further, the meeting was adjourned at 7:02 p.m.

Motion To Adjourn

RESULT:	CARRIED 4-0
MOVER:	Chris Carter
SECONDER:	Daryle Harris
YES:	Chris Carter, Daryle Harris, Karen Patterson, and Stacey Turner
NO:	None
ABSENT:	Brian Maynard, David Whitt Young, and Kristy Dean

Duly adopted this the 25th of January, 2024.


Stacey Turner

ATTEST:

Heidi L. Holland
Heidi L. Holland, CMC, NCCMC
Town Clerk

